

**CHILD PLACEMENT REVIEW BOARD
EXECUTIVE COMMITTEE MEETING
OPEN SESSION MINUTES
MAY 13, 2016
SMYRNA STATE SERVICE CENTER
9:30 A.M-12:30 P.M**

Members Present: Neal Tash, Judy Mellen, Bonnie Maull, Barbara Blair, Bob Hamilton, Mike Norton, Cindy Montejo, Alexis Bryan-Dorsey

Members Absent: Joe Dell'Olio, Cheryl Mitchell

Chair of Meeting: Neal Tash

Staff Present: Kecia Blackson, Sarah Bowers, Lisa Cookson, Jasmine Wynn

Deputy Attorney General Present: Joanna Suder (Substituting for DAG Valerie Farnan)

****OPEN SESSION BEGAN AT 9:32 A.M****

I. APPROVAL OF MINUTES FROM APRIL 8, 2016

The minutes from the April 8, 2016 meeting were reviewed and there were two changes. One change was requested by the DAG, Valerie Farnan, regarding Joe Dell'Olio's CPRB Legislation update. Valerie stated the CPRB Senate Bill, in its current form, is okay as is, and there is no issue related to the Ivyane Davis Scholarship. The second change, requested by Barbara Blair, was to Section F. CPRB Professional Staff, the last bullet point. Barbara requested the sentence be re-worded to "...reported that Pat Griffin, who manages Family Court, commented at a Joint Finance Committee hearing that Family Court had recommended that CPRB be "Sunsetted", which indicated that animosity still exists." A motion was made to approve the minutes pending these two changes. The motion was approved unanimously.

*****BEGIN CLOSED SESSION AT 9:42 A.M*****

II. PETITION CASES

*Discussions regarding petition cases are confidential and not open to the public.
Separate meeting minutes were prepared for the closed session.*

*****RETURN TO OPEN SESSION AT 10:30 A.M*****

III. OLD BUSINESS

ACTION ITEMS:

- Amy Wilburn will draft a thank-you note to Jill Rogers, the Director of Developmental Disabilities Services, after we receive a response from DDDS.
- Amy will work on developing a way to capture statistics of those children about to age out of the system who potentially fall through the cracks. **(Keep as an Action Item until Complete)**
- Amy will develop a flowchart of CPRB's procedures. Amy is currently working with Tom Mraz and CPRB staff to enhance the CPRB process. **(Keep as an Action Item until Complete)**
- Add targeted recruiting to June's Agenda.
- Barb Pietropaulo requested an extension of her leave of absence through the end of June. At that time, if she is not physically able to commit to returning, she will submit her resignation.
- Kecia Blackson and Amy Wilburn will look back at prior year invoices to determine what Ashlin Bray was paid, so we have an idea of what we should pay Judy Catterton for her assistance with writing the annual report.
- Joe Dell'Olio will call Linda Shannon of DFS and Kim Warren (the new program manager of foster care) to follow-up on Skype feasibility during reviews.
- Joe Dell'Olio will provide an update regarding the Scholarship Foundation.
- Kecia Blackson will provide an update of the Admin. Specialist I position.
- Sarah Bowers will mail out to Barbara Blair a copy of the 2015 Annual Report.
- Cindy Montejo has a friend in mind regarding the print/design of this year's Annual Report. She will get a quote from her friend, and also provide his resume.
- Lisa Cookson will follow-up with the State Police to notify them of the gap in fingerprinting procedures and to ensure they revert to the established procedure and forward volunteer fingerprints onto the FBI.
- Alexis will let us know at the June meeting if August 12 is not a good Strategic Planning date for her friend who will be facilitating the meeting.
- The strategic planning retreat date of August 12 will be added to the 6/17/16 Executive Committee meeting agenda.
- Kecia Blackson will contact Nancy Dietz, Director of YRS, to inquire about presenting to the Executive Committee.

A. FINANCIAL REPORT

- Alexis Bryan-Dorsey provided the Executive Committee with hand-outs of various financial reports: judicial reports, daily validity reports, monthly budgetary activity reports, and a schedule of encumbrance report through 4/29/16.
- Alexis explained the purpose of each report, and how to read each one. For example, the daily validity report is available every Monday. The daily report Alexis reviewed reflects as of 4/29/16 (page #99) and shows the Type 04 Totals include prior year funds spent in the current year (encumbrances on purchase orders). Alexis also included a daily validity report reflecting ending balances as of 6/30/14 (FY2014 ending balances), and as of 6/30/15 (FY2015 ending balances).
- Alexis explained that the "Remaining Spend. Auth" column in the Daily Validity Report shows the balance remaining for each of those line items, and stressed that we will lose this money if it is not spent or encumbered for FY2017.

- **Kecia Blackson stated she would like to receive the daily validity report every Monday to track expenditures. Sarah will follow up with Sheila Kumpf to ensure Kecia is added to the distribution list.**
- The Judicial Report noted the Ivyane Davis Scholarship Fund has \$75,000 allocated for FY2016. CPRB has \$563,400 total funds allocated for FY2016 (this includes salaries and scholarship funds).
- Alexis recommends any requests to increase funds in a particular category, such as Scholarship, the CPRB request a budget meeting with CPRB's Finance Dept, who in turn must go through OMB/Finance Committee for final approval.
- Alexis noted the money for the Ivyane Davis Scholarship does roll-over into the next Fiscal Year. She pointed out the \$11,394.05 is what we currently have remaining for the Scholarship, as shown on the Daily Validity Report, as of 4/29/16.
- Neal Tash instructed the Executive Committee members and CPRB staff to remind panel members to submit their personal expense reimbursement requests within 30 days. Alexis reiterated the importance of submitting expense reimbursements as quickly as possible, particularly for audit purposes.
- Alexis stressed the importance of not using prior year's purchase orders on current FY expenditures. This is illegal and should be avoided at all costs.
- Alexis reviewed the Monthly Budgetary Activity Report, and stated it comes out monthly and reflects balances from the prior month, and what has been spent in the past month.
- Alexis recommended we use the Monthly Report to monitor Ivyane Davis Scholarship spending.
- The Schedule of Encumbrance Report is used to show how much money remains to be spent on purchase orders. Alexis pointed out that Intercall will lose some money (\$104.01) because of a 2015 purchase order.
- The Executive Committee requested they receive the daily validity report on a quarterly basis. Neal requested it on a monthly basis, and Kecia requested it on a weekly basis.

B. DATA UPDATE

- **Amy will develop a flowchart of CPRB's procedures. Amy is currently working with Tom Mraz, the Info. Systems Project Lead, and CPRB staff, to further define and document the CPRB process so that we can make enhancements to our database. (Keep as an Action Item until Complete)**

C. CPRB LEGISLATION/JOINT FINANCE COMMITTEE UPDATE

- Joe Dell'Olio will provide an update at the June Executive Committee meeting.

D. EXECUTIVE DIRECTOR UPDATE

- Kecia Blackson reported she met with Sheila Kumpf and Denise Rachko of Payroll, and is currently working on developing a spending plan for FY2017.
- Kecia reported that increasing CPRB advocacy efforts is a primary goal this year. She reviewed with the Executive Committee some ideas she has to re-brand the CPRB, such as outreach efforts and working with community partners on potential upcoming summer-series events. For example, Kecia met with the current Poet Laureate about coordinating

throughout the summer poetry writing workshops, and a poetry reading “open mic” event. Other ideas suggested are Paint with a Twist, Rodney St. Tennis clinics; Summer Choir, baseball camp clinics, among others. Kecia will provide updates as they begin to form.

- Judy Mellen suggested Kecia reach out to Ashley Biden, who is the Executive Director of the Delaware Center for Justice. Judy noted they are involved in peer counseling and mediation, and they might be a good resource for us.
- Kecia noted she reiterated to staff to remind panel members to reconcile personal expense requests within 30 days.
- A data collection meeting with JIC was cancelled. Kecia will provide an update next month. Kecia noted she wants to begin collecting data on Scholarship students so we can report on retention rates, graduation rates. This has not been done in prior years.
- Kecia reported regarding Scholarships, we should also be looking at other educational, growth and developmental resources besides a traditional 4-yr. college, since not every child is suited for a 4 year college.
- Cindy Montejo suggested it might be helpful to the children for us to develop a Scholarships rubric, or a clear set of criteria, so they have a better understanding of what is expected of them (e.g., gain X number of points if paperwork submitted on time, gain X number of points if show up on time, etc.). Hopefully this will also alleviate delays in receiving paperwork.
- Kecia noted she wants to enhance the Scholarship process by celebrating the kids’ achievements, and offering them more support and assistance. For instance, because the CPRB has 6 iPads that are no longer in use, Kecia would like to award these to select Scholarship students (those with solid GPAs/attendance). Kecia will also reach out to Best Buy or Target to see what, if any, assistance they are willing to provide (e.g., school supplies, notebooks, backpacks, etc.).
- Kecia reported she wants to create a formal Scholarship process because one does not currently exist. Once a process is developed, and we can gather documentation, this may help justify creating a new salaried Scholarship position.
- Kecia noted CPRB will be more focused on targeted recruiting so each panel can consist of a maximum number of panel members. In addition, Kecia wants to establish a Substitute panel member list. This will help the review coordinators who are often left scrambling to fill in for those who call out sick or are on vacation, and will assure meeting quorum during reviews.
- Kecia and Sarah are looking into on-line submission capability for the Volunteer Application.
- Kecia reported on staff and volunteer training/professional development. She met with each staff member individually and discussed training needs and goals for the remainder of the year. Kecia wants to develop a series of Webinars, or e-Learning modules, for panel members to access, before they attend basic training. Kecia will schedule a meeting with Debra O’Neal, a training/education administrator, to brainstorm ideas for these webinars, and what is involved in implementing them.
- Kecia reported she will develop a training schedule for CPRB staff and encourage staff to attend relevant national conferences, with the hope of eventually taking on a more leadership role next year in some of the conferences.
- Kecia noted she wants to start tracking volunteer training and attendance, to combat absenteeism.
- Kecia reported there is no current policy on telecommuting for the CPRB staff, so she will develop a policy.

- Kecia reported we selected 6 candidates to interview for the Admin. Specialist I position, and we interviewed 5 of them (one was a no-show). We narrowed the candidates down to 3, and will make a decision by the end of the week of 5/16. **Kecia will provide an update at the June Executive Committee meeting.**
- Kecia reported for the month of June reviews, DFS was late in getting IP sheets to CPRB. In turn, this created a delay in getting out the 30-day report. Kecia will reach out to DFS colleagues to see how this can be better facilitated.
- Kecia is working to develop a CPRB Newsletter to promote our advocacy efforts, training opportunities, and highlight the good work our volunteers and staff are doing.
- Kecia informed the Executive Committee she will be away at a national citizen review conference the week of June 6th, and therefore will not be able to attend the June Executive Committee meeting. Neal Tash commented he would also not be able to attend the June Executive Committee meeting. The Executive Committee decided to move the June meeting to June 17th.

E. ANNUAL MEETING 2016/ANNUAL REPORT

- The Annual Meeting will take place on October 27, 2016.
- The Executive Committee agreed the total for professional services for the Annual Report should not exceed \$6,000.
- **Cindy Montejo stated she has a friend in mind with experience in print/design. She will get a quote from her friend, and also provide his resume.**
- Barbara Blair provided Cindy with the 2015 Annual Report. **Sarah will mail Barbara Blair another copy of the 2015 Annual Report.**
- Judy Mellen suggested a panel member with extensive writing experience, Judy Catterton, to assist with the development and writing of the annual report. Judy stated that Judy Catterton has an impressive background in writing and is willing to do the work, so long as she is paid and there is no conflict. The Executive Committee agreed there is no conflict of interest, but an amount needs to be determined.
- Judy Mellen proposed Judy Catterton to assist writing the Annual Report at a fee to be determined. The motion was approved unanimously.
- **Kecia and Amy Wilburn will look back at prior year invoices to determine what Ashlin Bray was paid,** keeping in mind that Judy Catterton's fee services would be for the writing portion only, and not related to annual report design and printing.

F. BOARD MEMBER STATUS

- Lisa Cookson reported that CPRB already has an account set up with the State Police so there is no need to create a new one. **Lisa will follow-up with the State Police to notify them of the gap in procedures and to ensure they follow the established procedure and forward volunteer fingerprints onto the FBI.**
- Sarah Bowers provided the Executive Committee a hand-out of the April 2016 Volunteer Committee Assignments, noting the correction was made to Sussex 3, as requested.
- Sarah reported Barb Pietropaulo requested an extension of her leave of absence through the end of June. At that time, if she is not physically able to commit to returning, she will submit her resignation.

- Cindy Montejo notified the Executive Committee that due to family and work commitments, she would like to withdraw from the Scholarship Committee, or at least greatly reduce her hours. Cindy suggested asking another panel member if they are interested in helping out.
- Kecia Blackson will request CPRB staff to inquire of their panel members if anyone is interested in helping out with the Scholarship Committee.
- **Add targeted recruiting to June's Agenda.**

G. CPRB PROFESSIONAL STAFF

- Neal Tash reported CPAC requested a CPRB donation of \$2,500 for the CPAC annual conference next April.
- Kecia Blackson reported she spoke with Rosalie Morales, Family Services Support administrator for the Office of Child Advocate, about CPRB having a voice at the conference, or at least having a table reserved for us. Kecia added she already requested Sheila Kumpf encumber money for this conference.
- Cindy Montejo stated she would not make the monetary donation contingent on CPRB having a voice/table at the conference.
- Neal Tash added he supports CPRB being listed as a co-sponsor but even if that request is denied, Neal strongly suggests we donate the requested funds.
- Judy Mellen motioned for CPRB to request to be listed as a co-sponsor. The motion was approved unanimously, noting the donation will go through regardless of the outcome of our request for co-sponsorship.

H. STRATEGIC PLAN

- Alexis Bryan-Dorsey informed the Executive Committee she came up with a facilitator for the annual retreat, but this person is not available on weekends.
- Neal Tash stated it is important to nail down a Strategic Plan meeting date as soon as possible.
- August 12 was chosen as the Strategic Plan meeting. This date was initially reserved for the August Executive Committee meeting, but it will instead serve as the Strategic Plan meeting.
- **Alexis will let us know at the June meeting if August 12 is not a good date for her friend who will be facilitating.**
- **A strategic planning retreat date will be added to the 6/17/16 Executive Committee meeting agenda.**

IV. NEW BUSINESS

A. SKYPE USAGE DURING REVIEWS

- **Joe Dell'Olio will call Linda Shannon and Kim Warren (the new program manager of foster care) to follow-up on Skype feasibility during reviews.**

V. COMMITTEES

- Cindy Montejo stated that due to family and work commitments she would like to step down from the Scholarship Committee.

- Kecia Blackson will request CPRB Review Coordinators survey their panel members to inquire if anyone is interested in joining the Scholarship Committee.
- Joe Dell'Olio will provide an update of the Scholarship Foundation at the June Executive Committee meeting.

****THE MEETING CONCLUDED AT 1:20 P.M. ****

*THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE AT THE
SMYRNA STATE SERVICE CENTER
ON JUNE 17, 2016*

DRAFT